

## DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### Youth Services Division

*Community Justice Initiative (CJI)- Phalanx*

#### 2021 Scope of Services

#### Program and Delegate Information

Program Model: **Community Justice Initiative**

Program Name: \_\_\_\_\_

PO Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Number of youth: \_\_\_\_\_

Contract Term: **January 1, 2021 through December 31, 2021**

#### Delegate Agency Information

Agency Name: Phalanx

Agency Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Executive Director Name: Fiscal Contact Name: \_\_\_\_\_

Executive Director Phone: Fiscal Contact Phone: \_\_\_\_\_

Executive Director Email: Fiscal Contact Email: \_\_\_\_\_

Program Staff Contact Name: \_\_\_\_\_

Program Staff Title: \_\_\_\_\_

Program Staff Contact Phone: \_\_\_\_\_

Program Staff Contact Email: \_\_\_\_\_

#### Facility/Site Information:

List name of facility(ies) and address(es) where services are provided. Also include amount of contract allocated per site and estimated number of clients to be served at each site.

Site Name	Address Number	Direction	Street	Ward	Days of Operation	Community	Hours of Operation	Estimated Amount of Contract allocated for this site	Clients Served

## **DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

### **Youth Services Division**

*Community Justice Initiative (CJI)- Phalanx*

#### **2021 Scope of Services**

##### **Program Services provided by Phalanx:**

Phalanx is the Lead Agency that will implement the Community Justice Initiative efforts on the far south side of Chicago by overseeing efforts in its ward (34), as well as programming in the 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> wards. These efforts include but are not limited to:

- Implementing the Community Justice Initiative in the 17<sup>th</sup> and 34<sup>th</sup> wards
  - Act as subcontractor in the 17<sup>th</sup> and 34<sup>th</sup> wards
  - Disseminate legal resources and offer workshops in the 17<sup>th</sup> and 34<sup>th</sup> wards
  - Connect residents to legal resources offered through CJI
- Serving as fiscal agent for five community-based partners, Another Chance, IMANI, LePenseur, New Foundation of Hope and the Rose Foundation
  - Prepare budgets for each outreach respective community subcontractor in the amount of \$25,000 each
  - Submit vouchers to DFSS monthly
  - Collect documentation in the form of vendor agreement, invoices, cancelled checks, travel logs, credit card statements, etc. to support payments to subcontractors monthly by the 5<sup>th</sup> of each month
  - Monitor subcontractor spending to ensure allowable costs a Fiscal Agent for the subcontracted agencies monthly
- Serving as a fiscal agent for two legal partners, Cabrini Green Legal Aid and Legal Aid Chicago that will provide connections to legal and resource services across all participating wards
  - Prepare budgets for each legal partner in the amount of \$152,500 each
  - Submit vouchers to DFSS monthly
  - Collect documentation in the form of vendor agreement, invoices, cancelled checks, travel logs, credit card statements, etc. to support payments to subcontractors monthly by the 5<sup>th</sup> of each month
  - Monitor subcontractor spending to ensure allowable costs a Fiscal Agent for the subcontracted agencies monthly
- Liaising with the Department of Family and Support Services (DFSS)
- Create outreach and referral plan in partnership with DFSS and legal partners
- Secure MOU/service agreements with each subcontractor (DFSS has included a sample MOU)
- Convening meeting with subcontractors as determined by DFSS
- Participating in community events with (CPS, Aldermanic offices, City Colleges)
- Collaborating with First Defense Legal Aid to plan “Know Your Rights” trainings
- Monitoring the implementation and status of CJI in all assigned wards
- Fulfilling all contractual obligations with DFSS

## **DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

### **Youth Services Division**

*Community Justice Initiative (CJI)- Phalanx*

#### **2021 Scope of Services**

##### **Program Services Provided by Cabrini Green Legal Aid as a subcontractor under Phalanx:**

Phalanx will also serve as the lead entity and fiscal agent for two legal partners, Cabrini Green Legal Aid and Legal Aid Chicago.

*Services provided by Cabrini Green Legal Aid are as follows:*

- Expungement and sealing/warrants (juveniles and adults)
- Legal consultation/petition filing and full legal representation
- Community resource clinics with all three community lead agencies
- Data collection
  - Number of services (by age, ward)
  - Number of referrals (by age, ward)
  - Final disposition, case result (by age, ward)
  -

*Services provided by Legal Aid Chicago are as follows:*

- Civil legal matters including but not limited to food stamp/benefits, employment rights/unemployment insurance, child support, housing/foreclosure
- Community resource clinics with all three community lead agencies
- Data collection
  - Number of services (by age, ward)
  - Number of referrals (by age, ward)
  - Final disposition, case result (by age, ward)

## **SECTION A – GOALS AND OBJECTIVES**

### **Program Description, Goals and Target Population**

The City of Chicago Community Justice Initiative (CJI) is a program aimed at educating and providing resources to address legal challenges faced by many Chicago residents living within the 18 wards that comprise the Black Caucus. CJI will work with residents in each ward with a primary focus on juveniles, young and emerging adults, ages 14-24. This initiative will focus on providing services for those that are:

- In police custody
- Facing criminal charges
- On probation or parole
- Formerly incarcerated
- Returning citizens; and,
- Any person or organization that advocates on behalf of this population

## DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### Youth Services Division

*Community Justice Initiative (CJI)- Phalanx*

#### 2021 Scope of Services

CJI will work at the ward-level by leveraging each community's knowledge of its own assets and needs. In each ward, one organization will work diligently to ensure that the residents of that ward receive training on their rights as citizens and residents, specifically with respect to encountering law enforcement agencies and with respect to their rights under the law, if they have criminal records. This Know Your Rights campaign will be an on-going hallmark of the program. The organization will also provide referrals to additional types of legal counsel. Additionally, the organization will be able to act as a service navigator for this population by connecting them to services and resources provided by Cabrini Green Legal Aid, First Defense Legal Aid or Legal Aid Chicago which are three legal entities affiliated with the program.

## SECTION B – PERFORMANCE MEASUREMENT

### *Community Justice Initiative (CJI) Outcomes, Outputs, and Performance Metrics*

With the combined efforts of each of the 18 wards, the aggregate goals under the CJI model are:

- 1) **Educating** at least 10,000 Chicagoans in participating wards with a robust and on-going Know Your Rights curriculum and communications strategy.
- 2) **Providing** legal consultation or legal representation to over 45% of referred residents that qualify.
- 3) **Connecting** at least 60% of residents who are affected by these issues, to additional services such as:
  - a. Legal services that would address the collateral consequences of arrest and incarceration such as housing, family, employment, credit and other legal issues that serve as a gateway into the criminal justice system
  - b. Supportive services that seek to address the various needs of people who have criminal records such as workforce development, housing, transportation, food, education, and more.

### **Data Collection and Reporting:**

Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. **As such,**

- **DFSS will collect information from delegate and subcontractors (when applicable) by the 10<sup>th</sup> of each month.**

## DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### Youth Services Division

*Community Justice Initiative (CJI)- Phalanx*

#### 2021 Scope of Services

- Data will be reported on a monthly excel sheet. Once data is completed the delegate will email the Youth Service Coordinator.
- Delegate is responsible for reviewing all data submission for accuracy of services
- Data that will be collected on a monthly basis will included (but not limited to):
  - Number of Services (types of services, by ward)
  - Number of legal clinic attendees (age, address, ward, legal questions/needs)
  - Number of referrals (type of referrals, by ward)
  - Number of referrals to legal provider

DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect, and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at [https://www.cityofchicago.org/city/en/depts/doi/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html).

#### Meetings

DFSS will meet **monthly** with delegate in order to actively manage each contract toward the achievement of desired outcomes. DFSS intends to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency, for the following:

1. Review program performance and develop strategies to improve program quality throughout the term of the contract.
2. Guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
3. Any other purposes identified by DFSS.

## SECTION C – CORE ELEMENTS

### Participating Wards and Subcontractors:

Phalanx Family Services

## DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### Youth Services Division

*Community Justice Initiative (CJI)- Phalanx*

#### 2021 Scope of Services

- Ward 21, Another Chance
- Ward 8, IMANI
- Ward 7, LePensuer
- Ward 18, New Foundation of Hope
- Ward 17, Phalanx
- Ward 9, The Rose Foundation
- Cabrini Green Legal Aid (subcontractor under Phalanx but provides services across all wards)
- Legal Aid Chicago (subcontractor under Phalanx but provides services across all wards)

#### SECTION D – PAYMENT STRUCTURE

##### Method of Payment

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. **Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.** Failure to submit timely vouchers could result in nonpayment.

#### SECTION E – SUBMITTAL AND APPROVAL

##### ACKNOWLEDGEMENT

☐ By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document

Agency Signature  
(blue Ink)

Print Name typed

DFSS Signature

Print Name typed